



Job Posting



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Position Title:

IDEA and ESEA Monitoring Coordinator

Reports To:

Alyson Lerma, Director of Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description: The IDEA and ESEA Monitoring Coordinator will be positioned within the Division of Consolidated Planning and Monitoring and will carry out the responsibilities of statewide planning and implementation of Results-Based Monitoring of all IDEA and ESEA grant programs. This position is also responsible for the management, coordination and implementation of the Community Eligibility Program (CEP).

Specific Position Responsibilities:



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- Management and administration of IDEA and ESEA Results-Based Monitoring of all IDEA and ESEA programs statewide to include identification of LEAs and schools to visit, coordination of scheduling within TDOE, communication with affected LEAs, creation of monitoring protocols, review and approval of final monitoring reports and management and oversight of required follow-up activities.
- Development of monitoring instruments, materials and processes required for compliant monitoring.
- Communication and coordination with CPM Regional Consultants and other monitoring team members during all phases of the monitoring cycle to ensure that all deadlines are met and all actions properly closed out.
- Onsite monitoring and technical assistance regarding IDEA and ESEA monitoring.
- Participation in onsite monitoring visits as a member of the monitoring team.
- Management and administration of the Community Eligibility Program (CEP) for the state of Tennessee, to include attendance at required state and federal meetings, accurate and timely communication of CEP guidelines to all stakeholders, development of state policies and procedures necessary for the effective and compliant implementation of CEP.
- Assistance with ensuring comparability of all LEAs.
- Assist with IEP record reviews in LEAs.
- Training and meeting facilitation as necessary to implement programs and meet state goals.
- Other duties as assigned.

Qualifications:

- Bachelor's degree (minimum) in relevant field
- Experience and/or working knowledge of ESEA
- Experience with grant management preferred
- Experience and/or working knowledge of ESEA
- Knowledge of Microsoft Office Suite – proficiency with Excel and Word required
- Very strong organizational skills
- Very strong oral and written communication skills



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Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Alyson.Lerma@tn.gov.

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